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American Rescue Plan

State and Local Fiscal Recovery Funds

Updated October 15, 2021

# Overview

This document outlines the proposed processes and uses of Hubbard County’s American Rescue Plan – State and Local Fiscal Recovery Funds allocation. Additional information will be added to the document as details and cost estimates become available and decisions are made.

**American Rescue Plan – State and Local Fiscal Recovery Funds**

Hubbard County was allocated $4,174,375 through the American Rescue Plan – State and Local Fiscal Recovery Funds (ARP-SLFRF). The first half of funding was received in May 2021; the remaining amount is expected in May 2022.

Eligible uses of the funds include:

* Responding to the public health emergency
* Addressing negative economic impacts, including public sector revenue loss
* Serving the hardest hit
* Improving access to infrastructure

Ineligible uses of the funds include:

* Offset a tax cut
* Deposit in pension funds
* Bolstering rainy day reserves
* Debt service payments

ARP-SLFRF may be used to fund eligible programs and expenses incurred between March 3, 2021 and December 31, 2024.

**Other Funding Opportunities under the American Rescue Plan**

The American Rescue Plan includes several funding opportunities outside of the State and Local Fiscal Recovery Funds that were allocated to Hubbard County. Additional programs include, but are not limited to:

* Local Fiscal Recovery Funds to cities and townships
* Capital projects
* Housing
* Small business assistance
* Individual assistance
* Unemployment
* Tax changes

NACO has an interactive tool that provides a breakdown on the American Rescue Plan Funding available:

<https://www.naco.org/resources/featured/american-rescue-plan-act-funding-breakdown>

**American Rescue Plan Committee**

The Hubbard County American Rescue Plan (ARP) Committee is made of internal staff:

* Jeff Cadwell, County Administrator
* Kay Rave, County Auditor
* Cory Aukes, County Sheriff
* Jed Nordin, County Engineer
* Ted VanKempen, County Commissioner
* Charlene Christenson, County Commissioner
* Mary Thompson, Executive Director, Heartland Lakes Development Commission

The committee will review proposed uses and evaluate eligibility, coordinate review with the County Board, and oversee the grant application and agreement process. The committee will also review expenditures and make recommendations to the County Board for approval via the County Board Consent Agenda.

**Financial Procedures**

Hubbard County has set up accounts designated for the use of ARP-SLFRF funds. Grant recipients will be given account information when their request is approved.

**County Guidelines**

**Temporary nature of ARP-SLFRF Funds**

ARP-SLFRF may be used to fund eligible programs and expenses incurred between March 3, 2021 and December 31, 2024. Care should be taken to avoid creating new programs or add-ons to existing programs that require ongoing financial commitment. Agencies and departments proposing programs should provide information about if and how the program will be maintained after the ARP-SLFRF eligibility period has expired.

**Hiring employees**

The fixed duration of the funding poses challenges for hiring new employees for ARP-SLFRF programs, both for county departments and other agencies. In general, new employees should not be hired under ARP-SLFRF. If staff augmentation is needed, departments and agencies should hire a consultant or contractor to provide the proposed services. County departments may also consider using temporary employees or interns, as defined in the Hubbard County Personnel Policy.

**Supplanting and supplementing existing programs**

ARP-SLFRF cannot be used to fund programs that have already been budgeted for. In general, ARP-SLFRF should not be used to supplement existing programs unless there is detailed data showing how the pandemic has expanded the use of the program. Even so, guidance specifically uses the words “new” and “enhanced” throughout, and the County must carefully evaluate proposed programs and expenses to ensure they are meeting the eligibility requirements.

**Subrecipient relationships**

All subrecipient relationships should be presented to the ARP Committee for approval.

**Additional Information**

American Rescue Plan guidance and reference documents are available for use by county staff and the County Board. Policy, guidelines and application materials are on the county website.

# Process for Approving Uses of Funds

1. Proposing Agency / Departments – Submit program narrative, application and requested funding amount to county administrator
2. ARP Committee – Review request for ARP-SLFRF eligibility.
   1. Discuss recommendation to the board
3. County Board – Review and approve program concept and funding amount.
4. Administration – Notify proposing agency of County Board decision.
5. Administration – Execute grant agreement /provide departments with requirements
6. Proposing Agency / Departments – Submit claims for reimbursement to ARP Committee
7. Finance – Review claims and make recommendation to the County Board via Consent Agenda.
8. County Board – Review and approve claims.
9. Proposing Agency / Departments – Ongoing reporting requirements. Annual report to County to review program performance.

**Grant Structure**

Staff recommends that grant agreements from external agencies should be reimbursement type grants to ensure that the county is only funding actual costs. Additionally, grants should be written for a one-year period, so that the ARP Committee and County Board can evaluate the effectiveness of a program. If the program is deemed successful, the grant agreement can be renewed. Both external agencies and county departments will need to provide regular updates to the county, so that the county can submit reports to the Department of Treasury as required.

**Grant Applications**

Once a grant application has been submitted, a project number and name will be added. Each application will be reviewed by ARP Committee for eligibility requirements.

If the ARP Committee approves the grant application, they will “Recommend to the Board”. Final allocations will be authorized by the county board.

**Grant Agreements**

Grant Agreements will be drafted for each approved project.

All pay requests and documentation should be directed to the Hubbard County Auditor/Treasurer.

# Roles and Responsibilities

Hubbard County’s ARP-SLFRF program will be facilitated by the Administration and Finance departments, with support from members of the ARP Committee.

**Administration**

Administration will:

* Act as point of contact for program requests and grant applications.
* Send grant applications to agencies and departments.
* Gather appropriate documentation from departments, including procurement documents.
* Manage program and grant applications.
* oversee the grant application and agreement process
* Bring program requests and grant applications to ARP committee and Board for discussion and review.
* Track the status of requests, applications and agreements.
* Develop presentations and report-outs for internal county discussions.
* Provide support to Finance on reporting, including collection of non-financial data for required Treasury reports.

**Finance**

* Review claims and expenditures and make recommendations to the County Board for approval via the County Board Consent Agenda
* Develop and submit required Treasury reports.

**ARP Committee**

The committee will review proposed uses and evaluate eligibility and coordinate review with the County Board.